

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO:
Chief, Payroll Branch, Fiscal Division, Comptroller's Office

FROM:
Chief, Finance Division

ALLOTMENT SYMBOL
1263-1040-1000

PAY PERIOD

ESTIMATED NUMBER

BEGINNING

ENDING

HOURS

EMPLOYEES

9 Mar 1961

18 Mar 1961

160

5

19 Mar 1961

1 Apr 1961

160

5

2 Apr 1961

15 Apr 1961

160

5

16 Apr 1961

29 Apr 1961

160

5

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

25X1A2d2

Individuals from the Comptroller's Office are working on an overtime basis for Project [] an "Eyes Only" project. If further information is needed, please contact X8235.

25X1A9a

25X1A2d2

The subjects' regular salaries are paid from the Comptroller's allotment 1263-1040-1000. All overtime performed is to be charged to 1635-5000-8021, [] allotment.

DATE

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

25X1A9a

Requested by [] X8235

25X1A9a

TYPE

AUTHORIZATION

TYPED NAME AND SIGNATURE OF AUTHORIZING OFFICIAL

E. R. Saunders

DATE CONCURRED

DATE AUTHORIZED

4 April 1961

10 Apr 1961

Approved For Release 2002/05/01 : CIA-RDP78-05747A000300040036-4